

**Phoenix Program  
Process Definition – Purchasing Module**

Process	<b><i>Purchase Order Cancellation</i></b>
Process Number	<b><i>PO – 026</i></b> <i>Revised 8/30/00</i>

***Description of Process***

This process is used to cancel a purchase order already created in the system.

***Input to Process***

Existing Purchase Order

***Output of Process***

Canceled Purchase Order. Printed cancellation if PO was already dispatched.

***Service Level Agreement Required? (if yes, provide a brief description)***

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***PeopleSoft Panel Groups being Used***

Function	Panel Group
Update PO with cancellation comment	Purchase Orders
Cancel PO	PO Workbench
Print Cancellation (if dispatched)	Dispatch Purchase Orders

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<p>Step 1: Buyer determines the existing Purchase Order should be canceled.</p> <p>Note: If the PO has had a receiving report created a cancellation may not be processed unless the receipt is first canceled.</p>	Agency Buyer
<p>Step 2: Navigate to Manage Purchase Orders Menu (Go, Administer Procurement, Manage Purchase Orders)</p>	Agency Buyer
<p>Step 3: Navigate to Purchase Order panel group to retrieve Purchase Order to be canceled (Use, Purchase Order, Comments, Update/Display).</p> <p>Key the PO number and click the OK button to display the PO.</p>	Agency Buyer
<p>Step 4: Click on the “Dog” icon to retrieve existing comments.</p>	Agency Buyer
<p>Step 5: Enter a Header comment giving the reason for canceling the PO, and include the date. If a Header Comment already exists, insert a new Header comment by placing the cursor in the “Comments” field and clicking the “Insert Row” icon.</p> <p>Click the “Send to Vendor” flag on.</p> <p>Click on the “Save” icon to save the comment.</p>	Agency Buyer
<p>Step 6: Navigate to the PO Workbench panel (Use, PO Workbench). Click on the “Select” button to display the dialog box.</p> <p>Key in the PO number and click on OK to display the PO data.</p>	Agency Buyer
<p>Step 7: Click on the check box beside the PO. This will activate the buttons at the bottom of the panel.</p>	Agency Buyer
<p>Step 8: Click the “CANCEL” button.</p> <p><b>Save the panel.</b></p> <p>After saving the panel, the PO status changes to “Canceled”.</p> <p>Use the Red “X” to exit this panel.</p> <p><b>NOTE:</b> Only one PO can be canceled at a time.</p>	Agency Buyer
<p>Step 9: If the PO had been forwarded to the vendor when it was determined that it needed to be canceled, the cancellation will need to be printed to send to the vendor.</p> <p>Navigate to the Dispatch PO Panel (Process, Dispatch Purchase Orders, Update/Display).</p> <p>Select the run control for PO Dispatch, key the PO number and run the process to print the canceled Purchase Order.</p>	Agency Buyer

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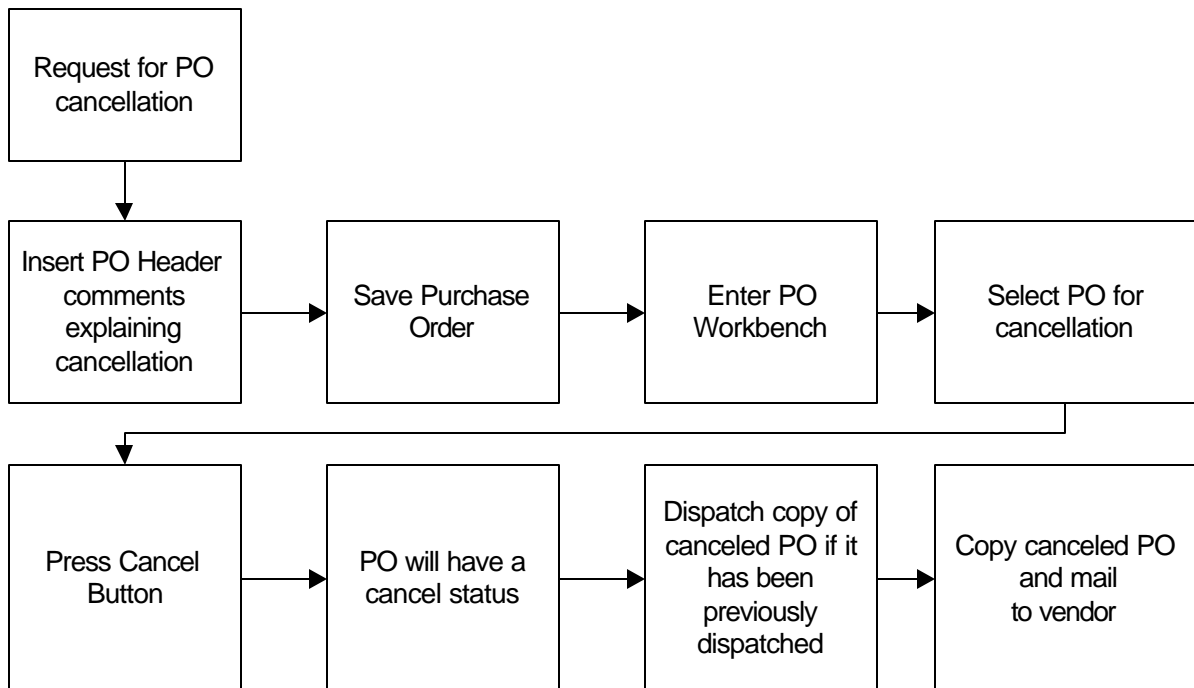
Step 10: Forward to clerical support to make copies as necessary and mail the PO cancellation to the vendor.	Agency Buyer

### **Forms Used with Process (#)**

None
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### **Process Flow Diagram (if appropriate):**

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***APPROVED FORM***

<b><i>SIGNER</i></b>	<b><i>ROLE</i></b>	<b><i>DATE</i></b>
<i>Rick Housworth</i>	<i>DOAS Project Lead</i>	<i>3/1/99</i>